



Department of  
**Human Resources**

# POLICY

<b>Approved by:</b> Rebecca R. Hunter, Commissioner	<b>Policy Number:</b> 12-007 (rev. 1/16)
<b>Signature:</b> <i>Rebecca R. Hunter</i>	<b>Supersedes:</b> 11-008; 10-026
<b>Application:</b> Preferred Service Job Applicants, Human Resource Officers, Hiring Managers and Supervisors	<b>Effective Date:</b> October 3, 2012
<b>Authority:</b> T.C.A. § 4-3-1703, T.C.A. § 8-30-104, T.C.A. § 8-30-301, T.C.A. § 8-30-303, T.C.A. § 8-30-304, T.C.A. § 8-30-305, T.C.A. § 8-30-306, T.C.A. § 8-30-307, T.C.A. § 8-30-314	<b>Rule:</b> Chapter 1120-02

**Subject:**

## Veterans Preference

Pursuant to Tenn. Code Ann. § 8-30-307, preference will be given to an applicant who meets the minimum qualifications of the position applied for and provides documentation verifying his or her veteran status or affiliation. Preference will be provided by the State of Tennessee to a qualified applicant in the following manner:

- When invitations to interview candidates are extended, whether for appointment or promotion, and the list of eligibles includes any person who has been honorably discharged from the army, navy, air force, marine corps or coast guard or any member of the reserve components, as defined in 10 U.S.C. § 10101, who performs active federal service in the armed forces of the United States, the hiring agency must contact the applicant to offer an invitation to interview for the position.
- If a veteran is on the list of eligibles and if the minimum qualifications and the skills, abilities, competencies, and knowledge of the veteran and any other applicant being interviewed for the position are equal, preference will be given to the veteran for the position.
- When invitations to interview candidates are extended, whether for appointment or promotion, the spouse or surviving spouse of a veteran must be invited to interview, if the spouse or surviving spouse is a qualified voter in Tennessee or has been a resident of this state for two (2) years preceding such person's application and one of the two following circumstances exists:
  - as a result of such military service, the veteran suffered a one hundred percent (100%) service-connected disability or is permanently and totally disabled; or

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- the veteran died in the line of duty during such military service and the surviving spouse has not remarried since the death of the veteran.

Any appointing authority who passes over an eligible veteran and selects an eligible non-veteran shall file with the Commissioner, no less than thirty (30) days after an appointment is made, the reasons for so doing. The reasons will become part of the veteran's record, but will not be made available to anyone other than the veteran, except in the discretion of the appointing authority.

To receive veterans' preference, the applicant must submit information verifying honorable discharge from armed forces.

To receive the preference, the spouse or surviving spouse of a qualified veteran must:

1. Submit documentation from the armed forces of the United States or the Veterans Administration verifying that the service member is disabled, when the disability occurred, and the determined percentage of disability.
2. In the instance of a veteran spouse killed in the line of duty, submit documentation from appropriate military authorities indicating the date that such death occurred and that such death occurred in the line of duty.

Proof of military service, honorable discharge, disability, unemployability, death, and residence as outlined herein are required and must be provided to the Department at the time of application in order to receive the preference.

An applicant's eligibility for veterans preference as established in this policy is also relevant when determining the order of layoff during a reduction in force. Pursuant to Tenn. Code Ann. § 8-30-314 (f)(4), a person with veteran's status shall have an additional sixty (60) months of service credit added to their total months of state service.

Questions regarding this policy may be directed to the Agency Resource Center (ARC).